



INDUSTRY PORTAL STEP-BY-STEP GUIDE

HOW TO PERFORM A SUB CYCLE REASSIGNMENT

The following Step-by-Step Guide will outline the steps applicable to completing a Sub Cycle Reassignment in DOB NOW: *Safety*.

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



@NYCBuildings

Contents

Overview	2
System Guidelines	3
Log into DOB NOW: Build	4
Initiating a Sub Cycle Reassignment	10

Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete a Sub Cycle Reassignment in DOB NOW: *Safety*.

Requirements

- Parking Structure activities will be available in DOB NOW: *Safety* as of April 17, 2023.
- A Parking Structure is defined as a building or portion of a building used for the parking or storage of motor vehicles and an open or enclosed parking garage as defined in the New York City Building Code.
- Parking Structures must be inspected for safety once every 6 years.
- The 6 year cycle is divided into three sub cycles: A, B, and C. Parking Structures are assigned to sub cycles based on their location.
- If the Owner of a parking structure wants to change the sub cycle for their Parking Structure to match that building's sub cycle for the Facades Inspection and Safety Program (FISP), they must submit a Sub Cycle Reassignment Request.

System Guidelines

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:

- Email***: A text input field with a red asterisk and a red callout '1' pointing to it.
- Applicant Type***: A dropdown menu with a red asterisk and a red callout '2' pointing to it.
- Last Name**: A grayed-out text input field with a red callout '2' pointing to it.
- Filing Representative Information**: A section header with a '+ Add Representative' button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333. The Action column has two icons: a share icon and a delete icon.
- Scrollbar**: A horizontal scrollbar below the table with a red callout '3' pointing to it.
- Total Items: 1**: Text below the scrollbar.
- Page Navigation**: A set of navigation buttons (back, forward, first, last) and a dropdown menu for 'Items Per Page' set to 5.
- 1 - 1 of 1 items**: Text at the bottom right of the page.

ADDITIONAL HELP & INFORMATION

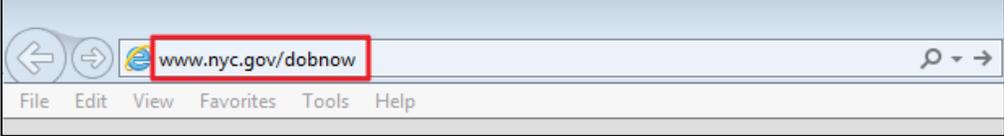
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

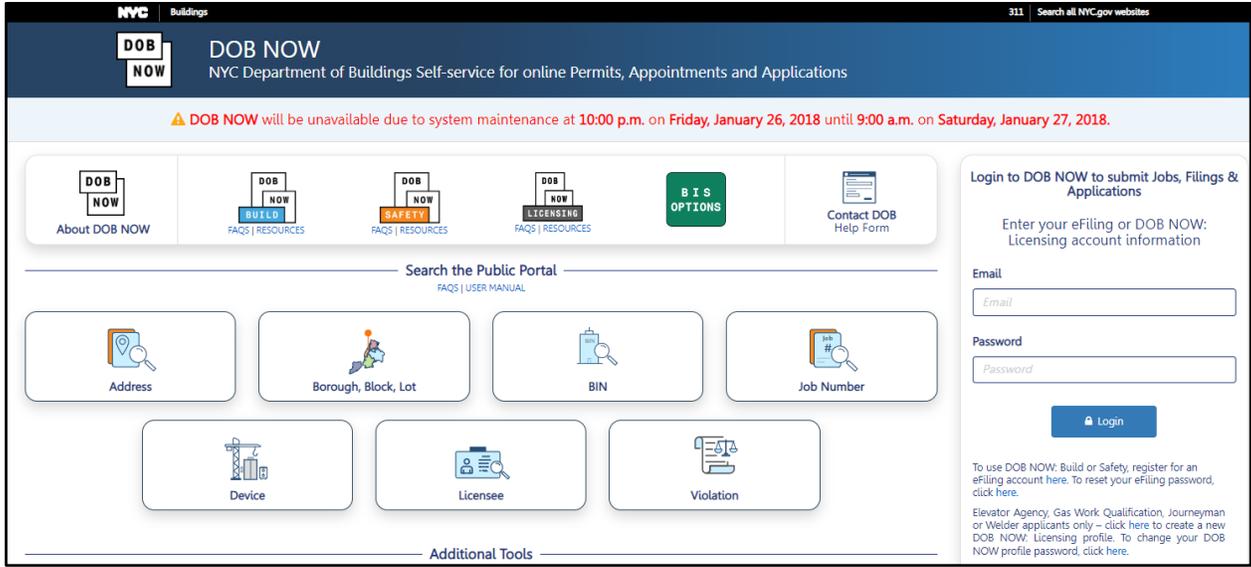
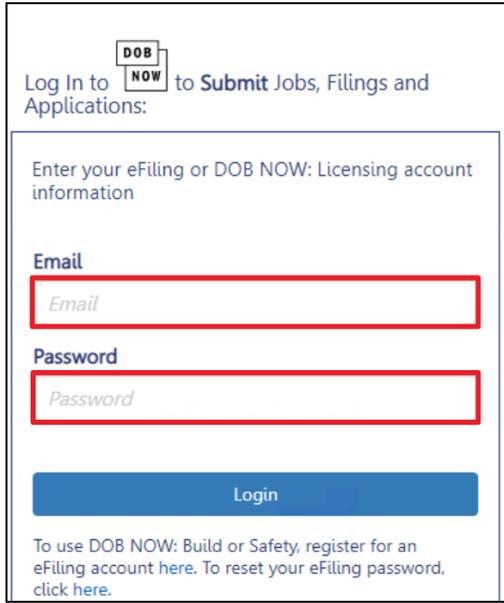
Log into DOB NOW: *Safety*

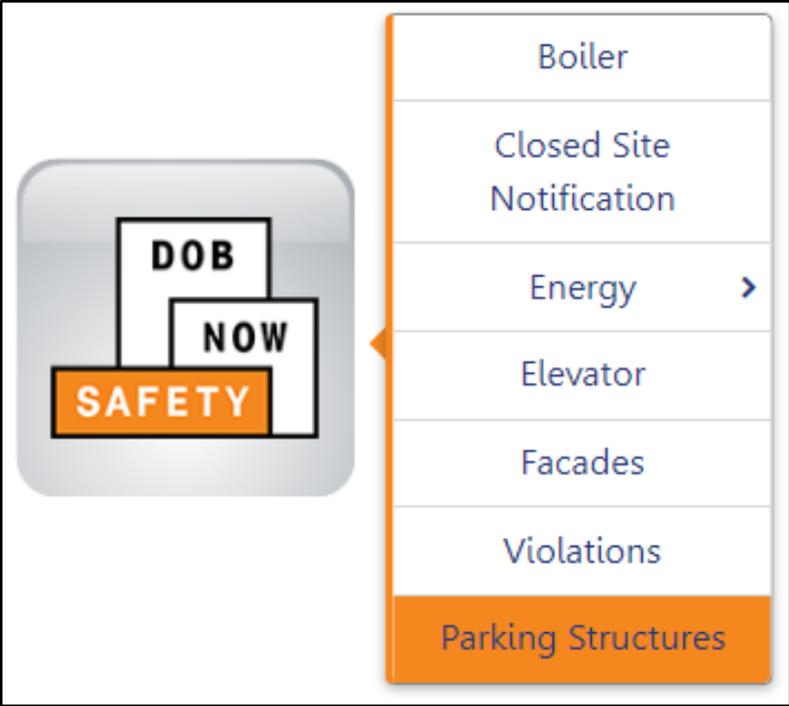
Follow the steps below to access DOB NOW: *Safety* and initiate a Sub Cycle Reassignment Request.

Step	Action
	<p>Note In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none">■ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf

Step	Action
1.	<p data-bbox="272 304 511 336">Access the Internet.</p> 

Step	Action
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p>  <p>The screenshot shows a browser window with the address bar containing the URL www.nyc.gov/dobnow. The address bar is highlighted with a red box. Below the address bar is a menu bar with the following items: File, Edit, View, Favorites, Tools, and Help.</p>
3.	<p>Press Enter on your keyboard.</p>

Step	Action
	<p>The DOB Login page displays.</p>  <p>The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with the DOB NOW logo and the text 'DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications'. Below this, a maintenance notice states: 'DOB NOW will be unavailable due to system maintenance at 10:00 p.m. on Friday, January 26, 2018 until 9:00 a.m. on Saturday, January 27, 2018.' The main content area features several service categories: 'About DOB NOW', 'BUILD' (FAQs Resources), 'SAFETY' (FAQs Resources), 'LICENSING' (FAQs Resources), 'B I S OPTIONS', and 'Contact DOB Help Form'. A search bar is present with the text 'Search the Public Portal' and 'FAQS USER MANUAL'. Below the search bar are several service tiles: 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', 'Device', 'Licensee', and 'Violation'. On the right side, there is a login form titled 'Login to DOB NOW to submit Jobs, Filings & Applications'. The form includes fields for 'Email' and 'Password', a 'Login' button, and a link to 'Contact DOB Help Form'. Below the form, there is a note: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.' and a link to 'Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only - click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.'</p>
<p>4.</p>	<p>Enter your Email and Password.</p>  <p>The close-up screenshot shows the login form with the following text: 'Log In to DOB NOW to Submit Jobs, Filings and Applications:'. Below this, it says 'Enter your eFiling or DOB NOW: Licensing account information'. There are two input fields: 'Email' and 'Password'. The 'Email' field contains the placeholder text 'Email' and the 'Password' field contains the placeholder text 'Password'. Both fields are highlighted with red boxes. Below the fields is a blue 'Login' button. At the bottom, there is a note: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.'</p>

Step	Action
5.	<p>Click the DOB NOW – Safety button and choose Parking Structures.</p>  <p>The screenshot shows a grey button with the text 'DOB NOW SAFETY' on the left. To its right is a white dropdown menu with an orange border. The menu items are: Boiler, Closed Site Notification, Energy (with a right-pointing chevron), Elevator, Facades, and Violations. The 'Parking Structures' option at the bottom of the menu is highlighted with an orange background. An orange arrow points from the 'DOB NOW SAFETY' button to the dropdown menu.</p>
<p>You have now logged into DOB NOW: <i>Safety</i>. Continue to Initiating a Sub Cycle Reassignment.</p>	

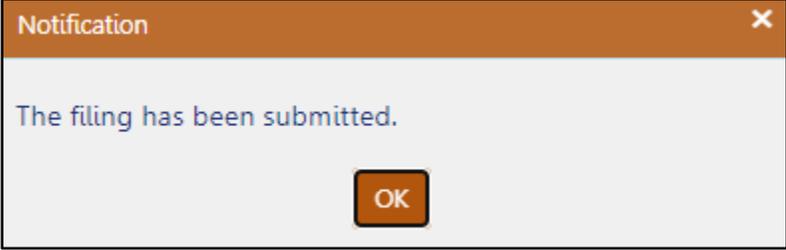
Initiating a Sub Cycle Reassignment

Follow these steps to initiate a Sub Cycle Reassignment.

Step	Action
1.	<p>On the main Parking Structures page click the Requests button, then click the + Sub Cycle Reassignment button.</p> 
2.	<p>In the General Information tab, click the appropriate radio button and enter in the Parking ID, BIN, or Address of the Parking Structure, and then click Search & Add.</p> 

Step	Action								
3.	<p>Click the radio button to select the address then click the Add button.</p> <div data-bbox="313 359 1495 779"> <p>Location Information</p> <p>Selected: M0000002</p> <table border="1"> <thead> <tr> <th>Parking Structure Id</th> <th>Street Name</th> <th>Borough Name</th> <th>BIN</th> </tr> </thead> <tbody> <tr> <td>M0000002</td> <td>BROADWAY</td> <td>MANHATTAN</td> <td>1079215</td> </tr> </tbody> </table> <p>Add Cancel</p> </div>	Parking Structure Id	Street Name	Borough Name	BIN	M0000002	BROADWAY	MANHATTAN	1079215
Parking Structure Id	Street Name	Borough Name	BIN						
M0000002	BROADWAY	MANHATTAN	1079215						
4.	<p>The property searched for will now be displayed.</p> <div data-bbox="313 877 1495 1493"> <p>Save Submit</p> <p>General Information</p> <p>General Information</p> <p>Parking Structure Search</p> <p>Search for Parking Structure by: *</p> <p><input checked="" type="radio"/> Parking Structure ID <input type="radio"/> BIN <input type="radio"/> Address</p> <p>Parking Structure ID*</p> <p>B0001127</p> <p>Search & Add</p> <table border="1"> <thead> <tr> <th>PSID Number</th> <th>House Number</th> <th>Street Name</th> <th>Borough</th> </tr> </thead> <tbody> <tr> <td>B0001127</td> <td>2320</td> <td>OLEAN STREET</td> <td>BROOKLYN</td> </tr> </tbody> </table> </div>	PSID Number	House Number	Street Name	Borough	B0001127	2320	OLEAN STREET	BROOKLYN
PSID Number	House Number	Street Name	Borough						
B0001127	2320	OLEAN STREET	BROOKLYN						
5.	<p>Fill in the necessary information under the Reassignment Request Details section as required.</p> <div data-bbox="313 1593 1471 1772"> <p>Reassignment Request Details</p> <p>Reason for Reassignment*</p> <p>New management team</p> <p>Reassignment to Sub Cycle*</p> <p>1B</p> </div>								

Step	Action																											
6.	<p>Enter the information for the Property Owner Information section as required.</p> <div data-bbox="313 359 1495 772" style="border: 1px solid black; padding: 5px;"> <p>Property Owner Information</p> <table border="0"> <tr> <td>Email*</td> <td>Owner Type*</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="AJOETEST@GMAIL.COM"/></td> <td><input type="text" value="NYCHA"/></td> <td><input type="text" value="JOE"/></td> </tr> <tr> <td>Middle Initial</td> <td>Last Name</td> <td>Business Name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="ADAM"/></td> <td><input type="text" value="JA LLC"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text" value="JA LLC"/></td> <td><input type="text" value="JERSEY CITY"/></td> <td><input type="text" value="NJ"/></td> </tr> <tr> <td>Zip Code</td> <td>Mobile Phone*</td> <td>Telephone*</td> </tr> <tr> <td><input type="text" value="07302"/></td> <td><input type="text" value="2128745874"/></td> <td><input type="text"/></td> </tr> <tr> <td>Business Telephone*</td> <td colspan="2"><input type="text" value="5455568622"/></td> </tr> </table> </div>	Email*	Owner Type*	First Name	<input type="text" value="AJOETEST@GMAIL.COM"/>	<input type="text" value="NYCHA"/>	<input type="text" value="JOE"/>	Middle Initial	Last Name	Business Name	<input type="text"/>	<input type="text" value="ADAM"/>	<input type="text" value="JA LLC"/>	Business Address	City	State	<input type="text" value="JA LLC"/>	<input type="text" value="JERSEY CITY"/>	<input type="text" value="NJ"/>	Zip Code	Mobile Phone*	Telephone*	<input type="text" value="07302"/>	<input type="text" value="2128745874"/>	<input type="text"/>	Business Telephone*	<input type="text" value="5455568622"/>	
Email*	Owner Type*	First Name																										
<input type="text" value="AJOETEST@GMAIL.COM"/>	<input type="text" value="NYCHA"/>	<input type="text" value="JOE"/>																										
Middle Initial	Last Name	Business Name																										
<input type="text"/>	<input type="text" value="ADAM"/>	<input type="text" value="JA LLC"/>																										
Business Address	City	State																										
<input type="text" value="JA LLC"/>	<input type="text" value="JERSEY CITY"/>	<input type="text" value="NJ"/>																										
Zip Code	Mobile Phone*	Telephone*																										
<input type="text" value="07302"/>	<input type="text" value="2128745874"/>	<input type="text"/>																										
Business Telephone*	<input type="text" value="5455568622"/>																											
7.	<p>Enter the information for the Qualified Parking Structure Inspector (QPSI) section as required.</p> <div data-bbox="313 873 1451 1283" style="border: 1px solid black; padding: 5px;"> <p>Qualified Parking Structure Inspector (QPSI) Information</p> <table border="0"> <tr> <td>Email</td> <td>License Type</td> <td>License Number</td> </tr> <tr> <td><input type="text" value="TRAININGPERA@GMAIL.COM"/></td> <td><input type="text" value="Professional Engineer"/></td> <td><input type="text" value="098999"/></td> </tr> <tr> <td>First Name</td> <td>Middle Initial</td> <td>Last Name</td> </tr> <tr> <td><input type="text" value="PE"/></td> <td><input type="text"/></td> <td><input type="text" value="TRAINER"/></td> </tr> <tr> <td>Business Name*</td> <td>Business Telephone</td> <td>Mobile Phone</td> </tr> <tr> <td><input type="text" value="FD LLC"/></td> <td><input type="text" value="2128748774"/></td> <td><input type="text"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text" value="280 BROADWAY"/></td> <td><input type="text" value="NYC"/></td> <td><input type="text" value="NY"/></td> </tr> <tr> <td>Zip Code</td> <td colspan="2"><input type="text" value="10007"/></td> </tr> </table> </div>	Email	License Type	License Number	<input type="text" value="TRAININGPERA@GMAIL.COM"/>	<input type="text" value="Professional Engineer"/>	<input type="text" value="098999"/>	First Name	Middle Initial	Last Name	<input type="text" value="PE"/>	<input type="text"/>	<input type="text" value="TRAINER"/>	Business Name*	Business Telephone	Mobile Phone	<input type="text" value="FD LLC"/>	<input type="text" value="2128748774"/>	<input type="text"/>	Business Address	City	State	<input type="text" value="280 BROADWAY"/>	<input type="text" value="NYC"/>	<input type="text" value="NY"/>	Zip Code	<input type="text" value="10007"/>	
Email	License Type	License Number																										
<input type="text" value="TRAININGPERA@GMAIL.COM"/>	<input type="text" value="Professional Engineer"/>	<input type="text" value="098999"/>																										
First Name	Middle Initial	Last Name																										
<input type="text" value="PE"/>	<input type="text"/>	<input type="text" value="TRAINER"/>																										
Business Name*	Business Telephone	Mobile Phone																										
<input type="text" value="FD LLC"/>	<input type="text" value="2128748774"/>	<input type="text"/>																										
Business Address	City	State																										
<input type="text" value="280 BROADWAY"/>	<input type="text" value="NYC"/>	<input type="text" value="NY"/>																										
Zip Code	<input type="text" value="10007"/>																											
8.	<p>Click the Save button to continue.</p> <div data-bbox="313 1383 579 1474" style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="File"/></p> </div>																											
9.	<p>Click OK in the Notification window.</p> <div data-bbox="313 1575 1109 1839" style="border: 1px solid black; padding: 5px;"> <p>Notification ✕</p> <p>The filing has been saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>																											

Step	Action
10.	<p>Click the Submit button to submit the request.</p> 
11.	<p>Click OK in the notification window to complete the process.</p> 
<p>This concludes How to perform a Sub Cycle Reassignment step by step.</p>	